

Administrative Rules

Chapter 14 - Volunteers

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Administrative Rules

Chapter 14 - Volunteers

Sec. 14.1 GENERALLY. These rules and regulations shall be applicable to volunteers who provide services or labor for the county. For the purposes of this chapter, volunteers shall include:

- (a) Persons appointed by the Board of Supervisors to serve on various county commissions and advisory boards;
- (b) Public members appointed by the Board of Supervisors to serve on the Area 4 agency on Aging Joint Powers Authority Governing Board;
- (c) All persons who perform services or labor for the benefit of the county, but not in exchange for a salary or an hourly compensation. For the purposes of this definition, reimbursement to any volunteer for actual out-of-pocket expenses incurred by the volunteer as part of the service or labor, such as mileage or meal expenses, shall not be considered compensation.

Sec. 14.4 RESPONSIBILITY OF DEPARTMENT HEADS. It shall be the duty of each department head or any delegated county employee to see that all volunteers, prior to any service, comply with the requirements of this chapter. The failure to comply with these requirements may result in the inability of the county to extend appropriate benefits to the volunteer should an injury take place. The failure to comply with these directions may result in the appropriate discipline of the department head or the delegated employee.

Sec. 14.7 INFORMATION REQUIRED FROM VOLUNTEER. The following information shall be obtained from any proposed volunteer prior to the volunteer performing any services or labor for the county:

- (a) The full name, current address, and current home telephone number of the volunteer.
- (b) The name, address, and telephone number of any individual to be contacted in case of emergency or injury involving the volunteer.

Sec. 14.10 STATEMENT OF DUTIES. Each volunteer shall be provided a statement in writing describing the type of services he or she will be expected to perform as a volunteer. Such statement shall acknowledge that the volunteer is physically able to perform these services and that the volunteer is not aware of any physical limitations that would preclude the volunteer from performing such services. A copy of this statement shall be made available to the volunteer, and the original of this statement shall be signed and dated by the volunteer.

Sec. 14.13 RECORDS. Each department shall maintain a written schedule of all services to be performed by volunteers, including but not limited to the following:

- (a) The name of the individual volunteering.
- (b) The date the volunteer services or labor will be performed.
- (c) The beginning and ending times of all work periods the volunteer will be working.
- (d) A brief description of the services to be performed.
- (e) If transportation is provided, a statement of the means provided for transporting the volunteer to the job site.
- (f) The name of the county employee who will supervise the activity of the volunteer.

Sec. 14.16 INCIDENT REPORTS. It shall be the responsibility of the department head or delegated employee of the department to maintain records of any incidents involving volunteers or injuries to the volunteers. Said records shall be maintained as if the volunteer were a county employee. Further, following any accident, all appropriate notification to appropriate county departments all be made as if the volunteer were a county employee including, but not limited to, notification to the Benefits Coordinator for the County of Placer.

Sec. 14.19 INJURIES. During the actual period of service all volunteers complying with these requirements in an authorized program shall be covered by Placer County for Workers Compensation benefits. Any volunteer injured while performing services for the county shall be treated for Workers Compensation purposes as an employee of Placer County. The responsible department shall make the appropriate notification and other action as required. Prompt attention to medical care, as needed under the circumstances, is required.

Sec. 14.22 TRANSPORTATION. County volunteers shall not be permitted to operate any county vehicle at any time, except as provided in (d) below or in emergency situations during which the county employees are physically unable to operate a vehicle and where circumstances demand immediate movement of the vehicle in order to prevent a hazard or injury or the aggravation of a hazard or injury.

- (a) Volunteers shall be transported generally in conformance with the Administrative Rules, Chapter 3, for the transportation of employees on official county business.
- (b) Volunteers will not be covered for trips made in their personal vehicle unless prior to such a trip the department head or the delegated employee has approved such use of the private vehicle of the volunteer, has personally inspected the driver's license of the volunteer, and has personally inspected a certificate of insurance verifying that the volunteer has automobile insurance.
- (c) Travel by the volunteer to and from the job site will not be included in the coverage of Workers Compensation benefits unless the appropriate department head or delegated employee directs such travel as part of the job assignment prior the service being provided.
- (d) Paid and unpaid student interns of a county department who have been given a certified Driver Awareness Course approved by Risk Management and meet the same requirements as employees as stated in Chapter 2, Section III.5.C of the Administrative Rules, Use of County Vehicles, shall be permitted to operate county vehicles in the course of their internship. This designation shall be in writing and signed by the Department Head. A copy of the designation will be forwarded to the Risk Management Division of the County Executive Office along with current proof of liability insurance and a copy of a valid driver's license.

For the purposes of this Section, student interns shall include students enrolled in or recently graduated from a college curriculum in a field appropriate to their assigned duties who are providing services within a county department.

Sec. 14.23 SHERIFF'S RESERVES AND VOLUNTEERS. Notwithstanding the provisions of Section 14.22, those volunteer members of the Sheriff's Reserves, Communication Reserves, and Search and Rescue organization who have been given the P.O.S.T. certified Driver Awareness Course shall be permitted to operate County (Reference: Resolution 87-457, 11-24-87.)

Sec. 14.24 FIRE DEPARTMENT VOLUNTEERS. Notwithstanding the provisions of Section 14.22, those volunteer members of a county fire department who have been given a certified Driver Awareness Course approved by Risk Management, County Counsel's Office, shall be permitted to operate county vehicles in the course of their volunteer duties (Reference: Resolution 88-147, 4-26-88.)

Sec. 14.25 INFORMATION PROVIDED TO THE VOLUNTEER. Prior to the commencement of any volunteer service for Placer County, the department head or the delegated employee shall clearly inform each volunteer of the following:

- (a) The coverages and protections afforded the volunteer under this chapter and of the limitations upon that coverage as designated in these rules.
- (b) That for the orderly conduct of business and to maintain the safety and coverage of all concerned at any job site, each volunteer must be scheduled in advance for an agreed time period and a record of the commencement and termination of all work periods by each volunteer must be recorded.